

# National Archives



Archivist of the United States

Washington, DC 20408

## MEMORANDUM

To: Executive Departments and Agencies  
From: Allen Weinstein, Archivist of the United States  
Date: May 21, 2008  
Subject: Establishment of the Controlled Unclassified Information Office

On May 09, 2008, the President released a Memorandum for the Heads of Departments and Agencies on the *Designation and Sharing of Controlled Unclassified Information (CUI)*. This memorandum:

"(a) adopts, defines, and institutes "Controlled Unclassified Information" (CUI) as the single, categorical designation henceforth throughout the executive branch for all information within the scope of that definition, which includes most information heretofore referred to as "Sensitive But Unclassified" (SBU) in the Information Sharing Environment (ISE), and (b) establishes a corresponding new CUI Framework for designating, marking, safeguarding, and disseminating information designated as CUI."

The Presidential Memorandum also designates the National Archives and Records Administration (NARA) as the CUI Executive Agent to oversee and manage the implementation of the new CUI Framework. NARA takes most seriously its new responsibilities in this area.

### ESTABLISHMENT OF THE CONTROLLED UNCLASSIFIED INFORMATION OFFICE

Accordingly, this letter hereby establishes, within NARA, the Controlled Unclassified Information Office, and I have appointed Mr. William J. Bosanko as its Director.

Under my direction and in accordance with the Presidential Memorandum (May 09, 2008), the Director of the Controlled Unclassified Information Office shall:

- a. Develop and issue CUI policy standards and implementation guidance consistent with this memorandum, including appropriate recommendations to State, local, tribal, private sector, and foreign partner entities for implementing the CUI Framework. As appropriate, establish new safeguarding and dissemination controls, and, upon a determination that extraordinary circumstances warrant the use of additional CUI markings, authorize the use of such additional markings;
- b. Establish and chair the CUI Council;
- c. Establish, approve, and maintain safeguarding standards and dissemination instructions, including "Specified Dissemination" requirements proposed by the heads of departments and agencies;
- d. Publish the CUI safeguarding and dissemination standards in the CUI Registry;
- e. Monitor department and agency compliance with CUI policy, standards, and markings;
- f. Establish baseline training requirements and develop an ISE-wide CUI training program to be implemented by departments and agencies;
- g. Provide appropriate information regarding the CUI Framework to the Congress, to State, local, tribal, and private sector entities, and to foreign partners;
- h. Advise the heads of departments and agencies on the resolution by the CUI Council of complaints and disputes among such departments and agencies concerning the proper designation or marking of CUI; and

- i. Establish, in consultation with affected departments and agencies, a process that addresses enforcement mechanisms and penalties for improper handling of CUI.

Additionally, I have provided Mr. Bosanko with a clear mandate that NARA, as the Executive Agent and consistent with the President's direction, will ensure that only that information which truly requires the protections afforded by the President's memorandum be introduced into the CUI Framework.

Accordingly, all matters or concerns relating to the CUI Framework should be directed to:

Controlled Unclassified Information Office  
C/O Information Security Oversight Office (ISOO)  
National Archives and Records Administration  
700 Pennsylvania Avenue, N.W., Room 100  
Washington, DC 20408-0001  
  
(202) 357-5250 (voice)  
(202) 357-5907 (fax)  
cui@nara.gov (e-mail)

#### THE CUI COUNCIL

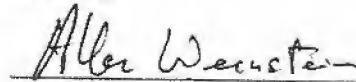
Additionally, and in accordance with the Presidential Memorandum, the CUI Council, established as a sub-committee of the Information Sharing Council (ISC), will serve as the primary advisor to the Executive Agent. Chaired by the Director, the CUI Council will:

- a. Advise the Executive Agent in developing procedures, guidelines, and standards necessary to establish, implement, and maintain the CUI Framework;
- b. Ensure coordination among the departments and agencies participating in the CUI Framework;
- c. Advise the Executive Agent on the resolution of complaints and disputes among departments and agencies about proper designation or marking of CUI; and
- d. As appropriate, consult with the ISC's State, Local, Tribal, and Private Sector Subcommittee.

Ambassador Thomas E. McNamara, Program Manager, Information Sharing Environment (PM-ISE) and Chair of the ISC, will shortly send out a formal request for your Department's or Agency's nominee to the CUI Council.

Over the next few weeks, please expect additional information regarding priority actions for implementing the CUI Framework. Our intent is to keep you fully informed. Mr. Bosanko and I look forward to working closely with each of you to implement the new CUI Framework and enhance our ability to share vital terrorism related information.

Sincerely

  
Allen Weinstein  
Archivist of the United States

#### ATTACHMENTS:

Tab 1 – Presidential Memorandum to Departments and Agencies on the Designation and Sharing of Controlled Unclassified Information (May 09, 2008)

Tab 2 – Controlled Unclassified Information Framework Background